



EGCSD ♥ Pavilion in Elk Grove Park

Mailing Address
3020 Renwick Avenue, Elk Grove, CA 95758
916-684-7550 ♥ Fax 916-684-7551
www.egcsd.ca.gov

Pavilion Rental Summary

Private Rates - Maximum Capacity: - 250

Package #1 - Saturday– All day (12 hr. block of time)\$1,300
Additional hours over 12 hr.....\$100 per hour

Package #2 - Friday from 3 p.m. to midnight (9 hr.)\$1,000
Additional hours over 9 hr.....\$100 per hour

Hourly Use – Monday-Thursday (All day) and Friday until noon (2 hr min.).....\$100 per hour +
Set Up/cleaning

Strauss Island Addition:

Package #3 – Friday or Saturday (3 hr. block of time)\$200

General Information

- **Set Up/Decorating Time must be done within time allotted in package.** Additional set up/decorating time can be purchased for all Packages.
- **Building security is required for most events during the time when guests are present.** This cost is in addition to the rental rate. Different events require either private security or off-duty sheriffs. EGCSD staff will make necessary security arrangements. If security is required to provide additional service beyond scheduled time, renter will be responsible to pay for additional time.
- **The renter must provide a certificate of liability insurance.** This can normally be obtained from the renter's insurance agent. The certificate must name Elk Grove Community Services District and County of Sacramento as additionally insured, and provide at least \$300,000 of general liability coverage. The renter can also purchase one-day insurance from the EGCSD. If the renter sells alcohol, separate insurance is needed. Ask staff for more details.
- **Rental Times** can begin as early as 7 a.m. and must end by **11:30 pm** with personal and rental equipment removed from facility by 12 midnight.
- **Outside Activities** on the Patio must end by 10 p.m.
- **Candle, Pyrotechnics or open flames are not permitted at the Pavilion.**
- Pavilion is not available for "open to the public, pay at the door" events.
- The Pavilion is a Non Smoking facility.
- Pavilion Staff are not responsible for any items left unattended at the facility after your scheduled event has concluded.

Deposits/Payments

- An event deposit of \$400 is required to reserve an event date. This deposit is applied to your total rental fee. The balance of the rental fee is due 2 months before the event date. If the event cost is less than \$400, full payment is required to reserve the event date.
- A damage deposit is also required with a Visa or MasterCard number. The card is not charged unless damages occur.

Event Cancellation/Date Change

Cancellation fees are as follows:

6 months or more before the event	\$100 cancellation fee
2 to 6 months before the event	\$400 cancellation fee
1 to 2 months before the event	\$600 cancellation fee

The full rental fee is required if the event is cancelled within 1 month of the event date.

A date change can occur with a \$100 charge if 1) notice is given at least 2 months before the original date and 2) the original date can be rebooked. Otherwise, cancellation fees will be applicable.

Permits

Special Permits are required by renters for the following conditions:

Liquor License - Required when alcoholic beverages are sold/served to the public
(ABC Commission, 227-2002)

Sales Permit – Required when a commodity is sold to the public (State Board of Equalization, 227-6700)

Sound Permit - Required when outside amplified sound equipment is used.
(Parks & Rec. Dept. 684-7550)

Health Permit - Required when event is longer than one day; when food/beverages are sold
(Sacramento County Health Dept. 875-5881)

Solicitation Permit – Required when non-profit organizations solicit funds
(Sacramento. Co. Licenses 874-6644)



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Strauss Island Rental Summary

Strauss Island Private Rates

Strauss Island and Gazebo (4 hr. block of time)	\$350
In Addition to Pavilion.....	\$200
Additional hours over 4 hours.....	\$75 per hour

Strauss Island Non-Profit Rates

Qualifications for Resident Non-Profit Rate

- Organization must operate, conduct regular meetings, or have an office within the boundaries of the Elk Grove Community Services District
- Organization must present proof of non-profit tax exempt status (i.e., State letter)
- Organization must contribute a benefit to the Elk Grove community. This information is submitted on a supplemental reservation form.

Strauss Island and Gazebo (4 hr. block of time).....	\$200
In Addition to Pavilion.....	\$150
Additional hours over 4 hours.....	\$75 per hour

General Information

- **Package Includes:** 150 black plastic-folding chairs and dressing room.
- **Rental Times** can begin as early as 9:00 a.m. and must end by 8:00 p.m. with personal and rental equipment removed from facility by Dusk.
- **Setup/Decorating Time must be done within time allotted in package.** Additional set up/decorating time can be purchased. The renter is responsible to set up and take down equipment within time allotted in package. Additional equipment may not be stored on Strauss Island.
- **The renter must provide a certificate of liability insurance.** This can normally be obtained from the renter's insurance agent. The certificate must name Elk Grove Community Services District and County of Sacramento as additionally insured, and provide at least \$300,000 of general liability coverage. The renter can also purchase one-day insurance from the EGCSD. If the renter sells alcohol, separate insurance is needed. Ask staff for more details.
- **Candles, Pyrotechnics or open flames are not permitted at Strauss Island.**
- **Strauss Island Parking lot** - A small parking lot adjacent to Strauss Island is intended for use by the Strauss Island rental party. This parking lot is opened at the beginning of each rental and is locked at the end. EGCSD will not staff the parking lot entrance and parking will not be enforced. Additional parking is available within a short walking distance.
- **Electricity**- Electricity is available on Strauss Island, but is not guaranteed. Park electrical systems can be affected by many factors including vandalism and blackout. Generators are recommended for Disc Jockey and other large electrical equipment.
- **Restroom**- Strauss Island has no restroom facilities. There is a large permanent restroom facility in close proximity to Strauss Island. Portable restrooms can also be arranged. Ask staff for details and prices.
- **Dressing room**- Strauss Island has a changing room in the interior of the facility. This room is included in the rental fees. The changing room does not have running water or restrooms. The room is equipped with partitions to allow for privacy, and a large makeup counter with mirror.
- Strauss Island is not available for "open to the public, pay at the door" events.
- EGCSD Staff is not responsible for any items left unattended at the facility after your scheduled event has concluded.

Deposits/Payments

- An event deposit of \$200 is required to reserve an event date. This deposit is applied to your total rental fee. The balance of the rental fee is due 2 months before the event date. If the event cost is less than \$200, full payment is required to reserve the event date.
- A damage deposit is also required with a Visa or MasterCard number. The card is not charged unless damages occur.

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6 months or more before the event	\$100 cancellation fee
2 to 6 months before the event	\$400 cancellation fee
1 to 2 months before the event	\$600 cancellation fee

The full rental fee is required if the event is cancelled within 1 month of the event date.

A date change can occur with a \$100 charge if 1)) charge if notice is given at least 2 months before the original date and 2) original date can be rebooked. Otherwise, cancellation fees will be applicable.

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Application for Use of Pavilion and Strauss Island

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GENERAL (please print)

Primary Contact Person _____ Organization (if applicable) _____

Address _____ Zip _____

Day Phone _____ Eve Phone _____ Pager/Cellular _____ Fax _____

Alternate Contact Person _____ Relation to Primary Contact (friend, mom, etc.) _____

Day Phone _____ Eve Phone _____ Pager/Cellular _____ Fax _____

THE EVENT

Date(s) _____ Day(s) of Week _____ Time in Facility: From: _____ am/pm To: _____ am/pm

Person in charge during event _____

Attendance _____ Time Event starts: _____

Description of Event (C) (D) _____

Serving food or beverage? (1) ☐ Yes ☐ No

Will alcohol be served? (2) ☐ Yes ☐ No

Beer ☐ Wine ☐ Liquor ☐

Selling food or beverage? (1) (B) ☐ Yes ☐ No

Will alcohol be sold? (3) (A) ☐ Yes ☐ No

Who is providing food or beverage? ☐ Renter ☐ Caterer

Caterer Name _____

Caterer Phone _____

Is there a charge to attend event? ☐ Yes ☐ No

Event open to the public? ☐ Yes ☐ No

Will there be music? ☐ Yes ☐ No

Live ☐ What type: _____ Recorded ☐

FACILITY USE

☐ Package #1 - Saturday

☐ Hourly

☐ Package #2 - Friday

☐ Strauss Island

☐ Package #3 - Strauss Island w/Pavilion

EQUIPMENT

☐ Pavilion Tables and Chairs

☐ Podium

☐ _____

☐ Strauss Island Chairs

☐ PA System

☐ _____

See Page 2 for Reservation Policies and Regulations

REQUIREMENTS (staff complete this section)

Cleaning/Damage Deposit Form Yes ☐ No ☐

Insurance Required: CSD ☐ OF ☐ Yes ☒

Additional Insured Endorsement Yes ☒ Comments: _____

Product Liability Endorsement (1) Yes ☐ No ☐

Host Liquor Endorsement (2) Yes ☐ No ☐

Liquor Endorsement (3) Yes ☐ No ☐

Liquor License Required (A) Yes ☐ No ☐

Sales Permit Required (B) Yes ☐ No ☐

Security Required Yes ☐ No ☐ Private ☐ Off Duty ☐ No. of security _____

Time security on site From _____ am/pm To _____ am/pm

Event Addendum Required (C) Yes ☐ No ☐

Outside Addendum Required (D) Yes ☐ No ☐

Date due _____

Date received _____

Date App in Office _____

Taken by _____

In RecWare _____

Permit # _____

Reviewed by _____ Date: _____

Reviewed by _____ Date: _____

Reservation Policies and Regulations

1. **Events** can begin as early as 7 a.m. and must end by **11:00 pm** with personal and rental equipment removed from facility by 12 midnight. All outdoor activities must end by 10pm.
2. If the event goes beyond the scheduled hours, or there is any damage to the facility or equipment used, charges will be billed at the applicable rate.
3. **The District reserves the right to require off-duty sheriffs for any rental the District feels is appropriate.**
4. **Building security** is required for most events during the time when guests are present. This cost is added to the rental rate. Different events require either private security or off-duty sheriff's. CSD staff will make necessary security arrangements. Building security personnel are on site to ensure damage does not occur at the facility. They do not screen people attending the event - the permittee is responsible for this if so desired.
5. In the event security should be required to extend their scheduled time, the renter will be responsible to pay for any additional time.
6. The Pavilion is not available for "open to the public, pay at the door" events. All tickets must be pre-event sales.
7. **Event Addendum** required upon request prior to approval of event. If it is determined there has been misrepresentation, renter will be subject to a loss of deposit or monies applied to event.
8. In the event of a "power outage" the EGCS D will not be held responsible for interruption to an event.

SET UP/CLEAN UP RESPONSIBILITIES

1. **Decorating Time** is included in the package price. Additional set up/decorating time can be purchased.
2. **Set Up/Cleaning Package** prices include table and chair set up by staff, plus normal cleaning. For hourly rentals, ask staff for set up/cleaning charges.
3. **Hours requested** should include time for the permittee's set up needs. Individuals associated with the event will not be allowed to enter the facility before the time indicated. All individuals associated with the event must vacate the facility by the indicated ending time.
4. **Delivery/pick up of supplies or equipment** must occur at the facility during the rental. Nothing can remain after the event. ***The Pavilion/Strauss Island Staff is not responsible for any items left in the facility after your scheduled event has concluded. _____ Initial***
5. **"Person in charge during event"** (see Page 1) will make contact with staff at the designated starting time to sign in and do a walk through. This same person must be available to staff throughout the event and will sign-off at the conclusion of the event.

6. **Candles, open flame, or pyrotechnics of any kind** are not permitted at the Pavilion.
7. **Smoking is not** allowed in any room within the facility.

ALCOHOL

1. Permittee accepts the responsibility for use of alcohol in the facility and agrees to prohibit use of alcohol by minors.
2. Permittees that charge a fee to serve alcohol, or charge an admission fee and serve alcohol, must obtain a temporary Liquor License from the State of California Alcoholic Beverage Control Board. Evidence of such a license must be on file at the Laguna Town Hall at least 30 days prior to the event.
3. May require additional security at renter's expense.

DEPOSITS/PAYMENTS

1. A deposit of \$400 is required to reserve an event date. This deposit is applied to your total rental fee. The balance of the rental fee is due two (2) months or 60-days before the event date. If the event cost is less than \$400, full payment is required to reserve the event date.
2. In addition, a deposit which covers facility or equipment damage, or time overage, is also required with a Visa or MasterCard number. The card is not charged unless damage and/or time overage occurs.

EVENT CANCELLATION/DATE CHANGE

Cancellation fees are as follows:

6 months or more before the event	\$100 cancellation fee
2 to 6 months before the event	\$400 cancellation fee
1 to 2 months before the event	\$600 cancellation fee

The full rental fee is required if the event is cancelled within 1 to 6 months of the event date.

A date change can occur with a \$100 processing fee if 1) notice is given at least 2 months before the original date and 2) the original date can be rebooked. Otherwise, cancellation fees will be applicable.

INSURANCE REQUIREMENTS

1. **A certificate of liability insurance** must be provided by the renter. This can normally be obtained from the renter's insurance agent. The certificate must name Elk Grove Community Services District and County of Sacramento as additionally insured, and provide at least \$300,000 of general liability coverage.
2. **Other insurance endorsements** are required as noted on Page 1 of this Application. Evidence of insurance must be on file at the Laguna Town Hall at least 30 days prior to the event.
3. **One-day event insurance** is available for purchase if so desired. Ask staff for details.

PLEASE READ BEFORE SIGNING – INDEMNITY AND HOLD HARMLESS

The applicant and/or organization is solely responsible for the event conducted within the facility and shall bear financial responsibility for all damages to District's property, or for any claims made as a result of any accidents or injuries to the permittee, guests, or invitees or any person providing services to the applicant and/or organization. Applicant and/or organization shall be responsible for the control and supervision of the people in attendance during the use of the facility and shall see that no damage is done. Any violation of this provision may result in a denial of further permits and financial loss. Permittee shall assume the defense of and indemnify and save harmless the District, its officers, employees, and agents from all claims, loss, damage, injury and liability of every kind, nature, and description directly or indirectly arising from the performance of his operations under this Agreement. Acceptance by the District of the Insurance Certificate does not relieve the permittee from liability under the indemnity and Hold Harmless Clause.

I have read the above Reservation Policies and Regulations and agree to abide by all of the conditions of this application and of any contract or permit issued based on this application.

Signature _____ Date _____



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Security/Cleaning Deposit with Visa or MasterCard number

Event Date: _____

As part of my EGCSD rental- I am using the VISA or MasterCard number below for the \$400.00 Damage Deposit. I understand the credit card is not being charged at this time; however, the Monday prior to the event a \$400.00 hold will be placed on this credit card. This hold is to offset the costs in event of facility and/or equipment damage. Depending on your credit card bank, this hold will drop off between five to ten days. I agree my credit card can be charged for up to four hundred dollars (\$400) in the event of damage.

Renter Name Printed

Renter Signature

Card used for deposit:

___ VISA Card ___ MasterCard

Name on Credit Card

Credit Card Number

Expiration Date

Office Use Only

_____/_____
Approval #

_____/_____
Date

_____/_____
Staff Initials



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Insurance and Permit Requirements

Name of Permittee _____

Date of Event _____

Requirements

- 1) The items checked below are required for your rental at the EGCSD – Pavilion/Strauss Island.
- 2) The Certificate of Insurance and necessary Permits are due no later than 60 days prior to the event. A Homeowner's or Tenants Insurance policy can usually provide insurance for your rental. Check with your insurance agent.
- 3) The Certificate of Insurance must be in the name of the person/organization who signs the permit. It must also clearly show the liability limits and policy dates to be valid.
- 4) Renters unable to secure an appropriate Certificate of Insurance will be required to purchase one-day event insurance from the EGCSD – Pavilion/Strauss Island.

Checked items are required for your event

___ **Certificate of Insurance** for COMPREHENSIVE GENERAL or COMPREHENSIVE PERSONAL LIABILITY coverage for a minimum of \$300,000. The following statement must appear on the certificate: *"Additional Insured Endorsement names the Elk Grove Community Services District and County of Sacramento, its directors, agents, or employees are included as additional insured."*

___ **Product Liability Endorsement.** This is required on the Certificate of Insurance when food or beverage is sold, furnished, or given away.

___ **Host Liquor Endorsement.** This is required on the Certificate of Insurance when the renter provides alcoholic beverages, but no fee is involved.

___ **Liquor Endorsement.** This is required on the Certificate of Insurance when alcoholic beverages are sold, or if dispensed by a caterer. A Liquor License is also required. See information below.

___ EGUSD schools. Insurance on file. No other insurance information needed.

___ State/County/Government Agencies. A letter on agency letterhead must be provided stating the agency is self-insured. The letter must include the 1) the name of the agency requesting the reservation; 2) the facility being used; 3) the date of the event; and 4) the signature of the Department/Division Head.

Permits required

___ **Liquor License.** This is required when alcoholic beverages are sold to the public. Contact the Alcoholic Beverage Commission. 916-227-2002

___ **Sales Permit.** This is required when a commodity is sold to the public (not food or beverage). Contact the State Board of Equalization. 916-227-6700.

___ **Sound Permit.** Required for using amplified sound outdoors. Form provided by CSD staff at Laguna Town Hall.

___ Other _____



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Decoration Guidelines

Elk Grove CSD staff takes pride in being able to offer a quality facility. Thank you for reviewing and observing our policies. In order to maintain our facility we request that you comply with the following guidelines.

1. Candles (this includes birthday and Unity Candle) or open flames and pyrotechnics of any kind are not permitted.
2. At no time shall Fire Exits be covered or obstructed.
3. All decorating must be done by patron or hired service and must be non-flammable.
4. The Renter assumes full responsibility to remove all decorations within allotted rental time as stated on permit. Any time that exceeds the regularly scheduled contract time will be charged to the Renter including staff overtime charges and hourly room rental fee. The CSD reserves the right to request the removal of any decorations that are considered offensive.
5. Storage facilities are not available for applicant's use (this includes caterer's equipment or special rental items such as tables to be stored before or after the event.)
6. No staples, tacks, nails or screws may be used to hang decorations to fixtures, non-tackable walls, windows, or ceilings.
7. Glitter, hay, straw, silly string, confetti or rice is prohibited inside or outside of the facility. Birdseed is suggested for outside use.
8. If a Public Address system is to be used outdoors, a sound permit is required. Permits are available from the EGCSD.
9. Fog machines are not permitted in the facility.
10. Balloons must be secured and weighted when utilized in the facilities and must be removed by the group immediately following the function/event/activity. Balloons are not to be released outside the facility. No free-floating balloons are permitted inside the building because of lights, air vents and high ceilings. Failure to remove balloons may result in additional fees charged to the applicant.

If an outside rental company provides tables, chairs, or other equipment for the event, the renter is responsible for setup and takedown of this equipment. EGCSD Staff is not responsible for any items left in the facility after your scheduled event has concluded.